

**The Richard R. Olendorff Memorial Library  
Snake River Field Station  
Forest and Rangeland Ecosystem Science Center  
2006-2010**

The purpose of this document is to present an overview of the responsibilities, policies, procedures, goals and priorities of the Richard R. Olendorff Memorial Library as an integral part of the research operations of the Forest and Rangeland Ecosystem Science Center. This document will cover the period from 2006-2010 and will be reviewed annually at the beginning of each fiscal year.

### **Mission**

The Richard R. Olendorff Memorial Library serves the information needs of all FRESC scientists. It provides information services regarding Great Basin issues but most importantly access to a unique collection of published and unpublished information related to birds of prey. FRESC raptor biologists, Raptor Biology graduate students at Boise State University (BSU), other government agencies, academic institutions and the public use this collection extensively.

### **Vision**

As a reference library, the Richard R. Olendorff Library will continue to serve as a repository for rare and unique documents about raptor biology and management. It will provide information access in an efficient and cost effective manner to all internal and external users to help implement the mission of the Forest and Rangeland Ecosystem Science Center and the U.S. Geological Survey.

### **Overview**

The Richard R. Olendorff Memorial Library (Olendorff Library) is a federal research library of the U.S. Geological Survey (USGS). It currently focuses on raptor biology and Great Basin issues. Administered by the USGS, Forest and Rangeland Ecosystem Science Center (FRESC), Snake River Field Station, it is housed in the Raptor Research Center building at Boise State University. The Olendorff Library serves the information needs of all FRESC researchers. In particular, it serves the USGS scientists of the Snake River Field Station and the Raptor Biology graduate students of Boise State University. The library insures that FRESC scientists have access to article databases and essential research literature through interlibrary loans and document delivery between libraries. The library also responds to outside requests for Raptor Information System (RIS) literature, FRESC publications and Snake River Field Station staff reprints. The library is used by employees of other federal bureaus, such as the U.S. Fish and Wildlife Service and the Bureau of Land Management (BLM), and by state agencies. The library is open to the public for reference use.

The Olendorff Library has been a member of the USGS consortium of libraries since 2000. The consortium of over 20 libraries reflects the broad spectrum of USGS

research in earth sciences, geography and biology. Many of the libraries are located at Biological Discipline science centers or at the large regional offices in Reston, Denver and Menlo Park. The consortium works together to eliminate duplication of subscriptions, negotiates favorable electronic access to database licenses and journals, shares resources and expertise including interlibrary loans and document delivery, and provides efficient and cost effective information services to USGS employees.

The library was initially created from the merger of the Raptor Management Information System developed by Dr. Richard R. Olendorff (1943-1994) of the BLM and the Snake River Birds of Prey Area Literature File managed by Karen Steenhof when she worked at the BLM, Boise District Office. The merged collections, which emphasized raptor biology, became the Raptor Information System (RIS) and later included all publications of the Raptor Research Foundation, a reprint collection donated by Dr. Dean Amadon, and reprint files used to prepare raptor bibliographies produced by the National Wildlife Federation. The Olendorff Library holdings also include a book collection donated by the estate of Barry L. Keller and literature about shrubsteppe ecology, prey, and vegetation, among other ecological topics.

### **Literature**

The library's literature collection includes over 800 books about avian biology with an emphasis on raptors, books pertaining to statistics, methodology and theory and books about research issues and ecology of the Great Basin region. The library has reprints of peer-reviewed articles, theses and dissertations, published and unpublished government reports, and other gray literature, some of which is difficult to find elsewhere. The current size of the total library collection is approximately 41,000 items with 33,000 that are raptor-related.

### **Archives**

As the library for FRESC, the library also houses the Center's growing archives of over 1500 scientific publications. The archives include published documents, progress and final reports, theses and other gray literature produced by FRESC researchers or its contractors. The library staff responds to requests from the public for copies. The library staff also makes sure the FRESC publications database is complete and generates metadata records to the NBII Bibliographic Node for each product. The library literature database is updated regularly with recently published FRESC references.

### **Journals**

The Olendorff Library holds a small number of journal titles. The journals in the library were collected through the years as gifts from field station scientists and the Barry L. Keller estate. There are currently 39 journal titles in the library, 26 of which are duplicates of titles held at Albertsons Library at Boise State University. Most journal runs are incomplete because of a lack of continuous subscriptions. Access to some electronic journals is available to USGS employees through the USGS Geospatial Information Office libraries' web site (<http://internal.usgs.gov/library>). The only complete journal run continuously subscribed to by the library is the Journal of Raptor Research

(Raptor Research Foundation). Other subscriptions include a FRESC-wide license to Web of Knowledge (Thomson ISI), Endangered Wildlife/Vulture News (Endangered Wildlife Trust) and Hawk Migration Studies (HMANA). The library is also on mailing lists to receive a number of free journals and newsletters from nonprofits or other government agencies. There is also a small collection of uncataloged newsletters, journals, and reports in several languages.

### **Images**

The library has a legacy collection of over 5,000 photographic slides-some of which were scanned and compiled on CDs in 1998. In 2004, more images were scanned and metadata added using a software program called Extensis Portfolio. Access and assistance to Extensis Portfolio are available in the library. The image catalog will make the images readily available to researchers in a format they can easily use in presentations and reports. Additional images are being added to the Portfolio database for the Great Basin Information Project, and these images will be served through the GBIP web site.

### **Web-based Information Systems**

The library supports the Raptor Information System (RIS), which is a web interface, database and literature collection. It has been available on the World Wide Web since 1997 (<http://ris.wr.usgs.gov/>). Both local and international researchers use the RIS and recognize it as an extremely valuable resource. Since 2004, a smaller segment of the library database has been linked to the Great Basin Information Project (GBIP) Bibliography (<http://greatbasin.nbii.gov>). This part of the database relates to the Great Basin and its research and management issues. Most of these citations are not physically acquired or kept in the library. In 2006, the entire catalog of the Richard R. Olendorff Library became available through the library web site.

### **Funding**

Library funding is partly provided through a special appropriation ("Enterprise Information") at the bureau level from Reston. This funding is used to pay for staff salary, a part-time keyworder position, books, subscriptions and supplies. Salary support also comes from the library's parent entity, FRESC.

## **Library Policies**

### **Collection Development**

The criterion for additions to the collection reflects the scope of the collection as the FRESC library, with an emphasis on raptor biology and Great Basin issues. Book catalogs and purchase suggestions from staff are collected throughout the year.

Suggestions are evaluated for subject matter, scientific scope, and usefulness to the majority of the library's users. Priorities for collection development are:

1. Raptor biology
2. Great Basin issues, especially the sagebrush ecosystem and its obligates
3. Research methodology such as statistics and GIS

Other topics such as vegetation or fire ecology are considered as budget allows. Purchases are usually by government credit card. Books are also obtained gratis from researchers acting either as authors, reviewers, or as gifts.

Since formation of FRESC in 1994, the collection's scope has broadened to include more references on the concerns of the Intermountain West. The collection includes reprints of published papers, as well as a significant amount of gray literature in the form of popular articles, theses, dissertations, unpublished government reports, and progress reports. There is also a small collection of uncataloged newsletters, journals, and reports in several languages, and incomplete runs of 30+ journals. The library collects material primarily but not exclusively in English.

The library collection is listed in a database that is continuously updated. The database includes all materials physically located in the library and citations for the Great Basin Information Project. All FRESC archive publications that have been peer reviewed or that are government reports are also included in the library bibliographic database.

A variety of resources are used to collect documents to add to the library. Current Contents Connect (a Thomson ISI product), listserves and newsletters are some of the discovery tools used. Materials are then solicited from authors or the issuing agency. Items not received directly from authors are requested by normal interlibrary loan procedures through the USGS libraries or Boise State University's Albertsons Library. These acquired publications, which currently number over 41,000, then become part of the library's research collection.

### **Circulation Policy**

The Olendorff Library serves the information needs of all FRESC researchers, the Biology Department graduate students of Boise State University and remote users of its database. To facilitate the sharing of materials among users, the checkout period for materials is limited to 3 months with renewal privileges. Items are required to remain in the Raptor Research Center or other FRESC locations. However, items may leave the building for a 72-hour period for duplication or use if appropriate identification is provided to the librarian. Borrowers are encouraged to photocopy reprints, government reports, etc. if they are needed for an extended period of time and to return the original to the library. Notices are sent to those with overdue material.

Items checked out from the library may be recalled at any time for another user. The librarian will immediately contact the current borrower who will have three days to

return the items to the library. The original borrower may request the item returned to him/her when the recall is satisfied.

A Reference Collection of unique, rare or irreplaceable reference materials will be identified, shelved in a secured location, and will only be available for use within the library. Items checked out from the library will be monitored and a plan will be implemented to digitize those popular items that are in the public domain or to seek permission for those that are copyrighted.

## **Library Steering Committee**

An advisory library steering committee facilitates coordination between the library and information and outreach policies of the Center. It also acts to ensure that the needs of all library users, i.e., FRESC scientists, Snake River Field Station and the raptor community are understood and met. The members of the committee are the FRESC librarian as lead coordinator to manage meetings, distribute minutes and implement recommendations, the Center outreach manager as the link between outreach and headquarters resources, a research scientist as technical advisor and the Deputy Center Director to insure that the research requirements of FRESC as a whole are considered. The committee meets by conference call once a month.

## **Goals to Accomplish Library Responsibilities**

The library staff of 1.5 FTE has the responsibility to maintain the collection and answer questions about information resources from within and outside the organization. A manual of library policies and procedures is kept up to date to provide written guidelines for efficient and cost effective management of the library. The manual is kept in the librarian's office. The primary responsibilities of the librarian can be divided into the following tasks:

### **Goal 1: Manage FRESC Library to Support FRESC Researchers**

Provide efficient and cost-effective service to local and remote FRESC scientists. The library serves the Corvallis Research Group, and the Cascadia, Olympic, and Snake River Field Stations located throughout the Northwest. Staff responsibilities and monetary resources will emphasize development of access to Olendorff Library resources through the Internet.

**Action Item:** Manage library resources including records of circulation and budget ; keep current by reporting every quarter.

**Action Item:** Provide prompt response to requests by FRESC staff members for document delivery, interlibrary loans, and other research information needs.

**Action Item:** Send lists of new acquisitions to all FRESC staff every month.

**Action Item:** Ensure that collection development will reflect the broad scope of research conducted by the FRESC staff with an emphasis on birds of prey and the Great Basin of the western United States.

## **Goal 2: Raptor Information System**

The Raptor Information System, a unique web-served research resource known worldwide will continue to be maintained and developed to meet user needs.

**Action Item:** Obtain, process and add at least 50 new citations to the Raptor Information System every month.

**Action Item:** Supervise student keyworder for complete and quality indexing of citations.

**Action Item:** Continue to refine format of the database to facilitate access and usefulness for researchers.

## **Goal 3: Maintain FRESC Archives**

As part of FRESC, the library acts as the archives for the Center's scientific products.

**Action Item:** Include in the Olendorff Library all FRESC products that have been peer reviewed.

**Action Item:** When necessary, obtain copyright permissions to be able to deliver products electronically to fill information requests. Keep this documentation in the product file.

**Action Item:** Make certain that metadata are completed for all FRESC products. An initial goal of 100 metadata records will be sent to the Clearinghouse in 2006.

**Action Item:** Ensure records management meets all Bureau and other government requirements.

**Action Item:** Send links of publications to USGS library cataloging section for inclusion into the USGS publications list.

## **Goal 4: Information Delivery to Stakeholders and the Public**

The Library is one component of the information transfer function of FRESC. The Library serves as an information exchange center for information resources between the Center and stakeholders for a broad spectrum of projects.

**Action Item:** Scanning of publications and delivery to email addresses speed information transactions. All requests will be processed within 3 business days.

**Action Item:** Become an integral member of the FRESC information and outreach team by participating in a monthly conference call or by providing regular activity reports by email.

**Action Item:** Select and send at least 35 FRESC or legacy (pre-FRESC organization) publications to Water Resources Office, Madison, Wisconsin for scanning and conversion to DjVu format to serve them on the web.

**Action Item:** Keep the Snake River Field Station web pages up to date.

**Action Item:** Conduct a users' needs assessment with an on-line survey.

**Action Item:** Track usage trends to gain information about numbers of users and their general profile.

#### **Goal 5: USGS Libraries Consortium representation**

Ensure that the interests of FRESC are conveyed to the USGS Libraries Consortium. This includes recommendations for selection of bureau-wide information resources and databases.

**Action Item:** Participate in the bimonthly consortium conference call.

**Action Item:** Assess the value of books and databases under consideration by the consortium as the need arises.

**Action Item:** Keep statistics and a list of library activities to share with consortium members.

#### **Goal 6: Great Basin Information Project**

The Great Basin Information Project is a web-based compilation of information for research and management in the Great Basin and the Columbia Plateau. The project includes traditional and World Wide Web resources.

**Action Item:** Enable the growth of the Great Basin Bibliography by providing instruction for database entry. Answer questions regarding completeness of citations for quality data-entry.